

TU' KWA HONE

Burns, Oregon

NEWSLETTER

March 16, 2020

Burns Paiute Tribe

100 Pasigo St.

Burns, OR 97720

541.573.8016

TRIBAL COUNCIL CONTACT:

Chairman - Cecil Dick

541.589-.5264

Burns Tribal Chief of Police

Alan Johnson—541.589.1030

Family & Children Services. / ICWA

Maureen Hoodie—541-573-8043

Domestic Violence / Assault-

Teresa Cowing, 541.573.8053 /
541.413.0216

Police After hours:

Call Harney County

Non-emergency 541.573.6028

Tu-Wa-Kii Nobi will be closed

Due to Governor Brown decision to close the schools for the next two weeks (March 16 thru 28th 2020. We will be closing Tu-Wa-Kii Nobi as well.

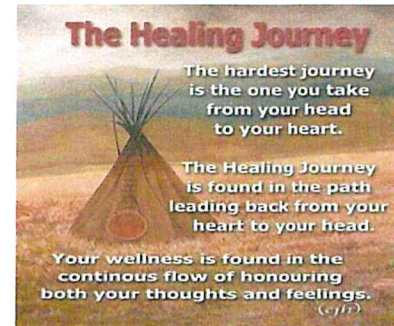
If you are sick, please stay home.

Community News:

March 16, 2020—Graduation Planning Meeting at 6:00 p.m. at Tu-wakii Nobi.

March 20, 2020—Pow wow meeting at Health conference room @ 9:00 a.m..

March 24, 2020-Language game night at the Gathering Center @ 5:30 p.m.



Wellbriety

"What is this new term, "Wellbriety"? It means to be both sober and well. It is a translation into English of a word from the language of the Passamaquoddy nation of Maine given by an Elder in the mid-1990s (Simonelli, Summer 1995).

It means achieving sobriety and abstinence from substance abuse and misuse without stopping there. It means going beyond "clean and sober" by entering a journey of healing and balance - mentally, physically, emotionally and spiritually.

For many Native Americans, it also means recovering culturally. Return to the culture is a vision embraced by many American Indians as integral with addictions recovery (Coyhis, 2000), (Tundra Drums, 2007). It signifies a desire to live through the best attributes of traditional Native cultures, while standing firmly on the ground of contemporary life.

. This is new, culturally specific thinking that can also add to the field of mainstream recovery knowledge."

[Don Coyhis and Richard Simonelli](#)

Alcohol and Drug Program
Spirit Warriors
Contact Joellen 541-573-
8003



How can I avoid getting the novel coronavirus (COVID-19)?

Steps you can take to prevent the spread of flu and the common cold can also help prevent the spread of the coronavirus.



Wash your hands often with soap and water.



Avoid touching your eyes, nose and mouth.



Avoid contact with sick people and stay home if you're sick.



Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.

For more information visit
healthoregon.org/coronavirus

Oregon
Health
Authority

You can get this document in other languages, large print, braille or a format you prefer. Contact Acute and Communicable Disease Prevention at 971-673-1111 or email OHD.ACDP@dhsosha.state.or.us. We accept all relay calls or you can dial 711.

OHA 2681 (2/20)

Handwashing

at Home, at Play, and Out and About

Germes are everywhere! They can get onto your hands and items you touch throughout the day. Washing hands at key times with soap and water is one of the most important steps you can take to get rid of germs and avoid spreading germs to those around you.

How can washing your hands keep you healthy?

Germes can get into the body through our eyes, nose, and mouth and make us sick. Handwashing with soap removes germs from hands and helps prevent sickness. Studies have shown that handwashing can prevent 1 in 3 diarrhea-related sicknesses and 1 in 5 respiratory infections, such as a cold or the flu.

Handwashing helps prevent infections for these reasons:



People often touch their eyes, nose, and mouth without realizing it, introducing germs into their bodies.



Germes from unwashed hands may get into foods and drinks when people prepare or consume them. Germes can grow in some types of foods or drinks and make people sick.



Germes from unwashed hands can be transferred to other objects, such as door knobs, tables, or toys, and then transferred to another person's hands.



What is the right way to wash your hands?

1. Wet your hands with clean running water (warm or cold) and apply soap.
2. Lather your hands by rubbing them together with the soap.
3. Scrub all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song twice.
4. Rinse your hands under clean, running water.
5. Dry your hands using a clean towel or air dry them.



Centers for Disease
Control and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases

When should you wash your hands?

Handwashing at any time of the day can help get rid of germs, but there are key times when it's most important to wash your hands.

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal feces (poop)
- After touching garbage
- If your hands are visibly dirty or greasy

What type of soap should you use?



You can use bar soap or liquid soap to wash your hands. Many public places provide liquid soap because it's easier and cleaner to share with others. Studies have not found any added health benefit from using soaps containing antibacterial ingredients when compared with plain soap. Both are equally effective in getting rid of germs. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

How does handwashing help fight antibiotic resistance?

Antibiotic resistance occurs when bacteria resist the effects of an antibiotic – that is, germs are not killed and they continue to grow. Sickneses caused by antibiotic-resistant bacteria can be harder to treat. Simply using antibiotics creates resistance, so avoiding infections in the first place reduces the amount of antibiotics that have to be used and reduces the likelihood that resistance will develop during treatment. Handwashing helps prevent many sicknesses, meaning less use of antibiotics.

Studies have
shown that
handwashing
can prevent

1 in 3

diarrhea-related
sicknesses and

1 in 5

respiratory
infections, such as
a cold or the flu.

For more information and a video demonstration of how to wash your hands, visit the CDC handwashing website:

www.cdc.gov/handwashing

Tribal Transit:

This is to keep the riders of the Burns Paiute Tribal Transit advised that there will be delays in pick-up at the bus stops. As you have seen on television, radio, newspaper and Facebook, the Coronavirus – 19 is having an impact to our delivery of transit services to our Tribal Transit System. Transit staff are doing more sanitary services to the transit bus. The Driver is ensuring the safety of the riders by sanitizing the handrails, tops of seats, and wiping seatbelts that riders use while entering the bus, seating in the seats, and getting off the bus. This is for the protection of riders and transit personnel.

A new requirement is the safety inspection of the Transit bus every day before the start of the daily bus runs and at the completion of the bus runs. This is to insure we operate a safe bus, and the safety of our riders.

This is the reason why there is slight delays in the schedule pickup of rides.

Coronavirus – 19:

This virus is spreading into communities through-out the United States. It is deadly to older persons over the age of 55, and those with chronic sickness, but does not discriminate on age, or sex. I have attached to this newsletter, the statement from Harney County on how prevent the spread of virus. I ask that you read the flyer and follow the simple suggestions to protect yourself.

Both Tribal Health Services and Emergency Services are closely monitoring the situation. We are constantly receiving updated information on protocols in dealing with the virus and the impact it has to first responders, health care staff, medical facilities, quarantine procedures, two-week surveillance protocol, testing kits and who get the results of the tests, and if clean, then how to release the patient.

We are getting data from the Center for Disease Control, Department of Homeland Security, Department of Interior, Department of Health, and Human Services – Indian Health Service, Oregon Health Authority, Oregon Emergency Management, and other agencies.

Within Oregon, we are involved in daily telephone conference calls with the above mention Departments or Agencies. We also participate in webinars on this virus.

Many of Tribal Program staff have plans to attend various conferences in the Northwest, but with the fast spread of this virus, many conferences are being cancelled due to the safe welfare of attendees.

Burns Paiute Tribal Council took action regarding training or meetings that is not mandatory, travel is discouraged. If staff travels, it will be at their own risk. The Tribe will not be responsible.

Just this morning, the Emergency Management office learned that there might be a one presumptive positive case by state laboratory in Deschutes County. Kenton contacted our Tribal EM Liaison in Oregon Emergency Management and was informed that there are two presumptive positive cases in Deschutes County – today.

What scares the Tribal Coordinator is that this virus is getting close to home.

The Tribal Health Office received an “Updated Mitigation Measures on Coronavirus Response” from Ms. Julie Johnson – OHA Tribal Liaison. This gives you the most current responses about what is happening within the State of Oregon. It has information that affects what we do as residents of Oregon.

The County flyer has simple steps that will help in preventing the spread of the virus.

Corona Virus or COVID-19

Many have already heard of the Corona Virus spreading among people. **There have been no cases reported in Harney County.** The Center for Disease Control recommends the following to prevent the spread of the virus and to protect yourself: 1) **WASH YOUR HANDS** frequently with soap and water or use an alcohol-based hand sanitizer if soap and water is not available. 2) Cover your coughs and sneezes with a tissue and throw the tissue in the trash. 3) Avoid close contact with people who are sick (within 6 feet). 4) Don't touch your eyes, nose and mouth if you have not washed your hands. 5) Clean and disinfect surfaces people often touch.

Symptoms include: 1) headache 2) runny nose 3) fever and cough 4) Shortness of breath and 5) sore throat. These symptoms are very much like the common cold or flu like symptoms.

Corona Virus is respiratory illness caused by a large family of viruses. This new strain of virus was identified in 2019. It spreads from person to person thru respiratory droplets produced when an infected person coughs/sneeze. It can also spread contact with an infected surface or objects. There is currently no vaccine to prevent coronavirus. The best prevention is to avoid being exposed to the virus but also **WASH YOUR HANDS FREQUENTLY.**

There is a case reported in Oregon in Washington County (Lake Oswego area) from a teacher in an elementary school.

Please contact Wadatika Health Center(541-573-8049) or the Harney County Health Department (541-573-2271) for further information.

MAR 02 2020

State of Oregon
Updated Mitigation Measures on Coronavirus Response

March 12, 2020

Pursuant to directives from Governor Brown, the State of Oregon is issuing the following guidance, with the primary goals of slowing transmission of the coronavirus in Oregon in order to protect the most vulnerable Oregonians and to protect our state's health care system capacity. This guidance follows updated guidelines from the U.S. Centers for Disease Control and Prevention, released March 10, 2020, and the World Health Organization's designation of COVID-19 as a global pandemic on March 11, 2020.

1. Large Gatherings

- All large gatherings over 250 people are canceled statewide, effectively immediately, for four weeks (through April 8, 2020).
 - Large gatherings subject to this order include but are not limited to community, civic, public, leisure, faith-based, or sporting events, concerts, conventions, fundraisers, and any similar events or activities, if a distance of at least three (3) feet between individuals cannot be maintained.

2. Other Events

- Individuals in high risk populations (those over 60 years of age, or those with an underlying health condition) should avoid social and community gatherings of more than ten (10) people, for four weeks (through April 8, 2020).
- All other events are recommended to be modified as follows:
 - Make events virtual when possible;
 - Make performances and content available online;
 - Change the location of event to an outdoor setting;
 - Transition a large event to multiple events with fewer people;
 - Send announcements ahead of events reminding high risk individuals and persons who are sick to stay home;
 - Display signs that encourage hand washing;
 - Ensure guests have ready access to hand sanitizer and sinks with water, soap, and paper towels;
 - Politely ask individuals to leave if they are sick and coughing.

2. Workplace Recommendations

- The following social distancing measures should be observed to the greatest extent possible:
 - Maintain a distance of at least three (3) feet between employees in offices and at worksites;
 - Implement staggered work schedules;
 - Cancel or limit in-person meetings by utilizing teleconference and videoconference technologies;
 - Limit all non-essential meetings of twenty (20) or more individuals, including after-work functions;
 - Limit all non-essential work travel—in-state, national, or international work travel;
 - Limit all work-sponsored conferences, tradeshow, and other events.
- Employers should also:
 - Establish flexible leave policies for staff who need to stay home due to school, childcare, and event dismissals;
 - Consider paid leave policies for people with COVID-19 symptoms;
 - Consider shift equivalent paid leave policies for hourly employees who have work hours decreased or cancelled due to implications of COVID-19;
 - Implement extended telework arrangements where feasible.
- Businesses, whether indoor businesses (museums, movie theaters, retail stores, grocery stores, gyms, etc.) or outdoor businesses (outdoor markets, zoos, etc.) should:
 - Post signage reminding people who are sick to stay home;
 - Display signs that encourage handwashing;
 - Limit crowding, and implement social distancing measures to ensure individuals are at least three (3) feet apart, whenever possible;
 - Increase cleaning of high-touch surfaces.
- Restaurants and the hospitality industry also should, when possible, encourage social distancing, and reconfigure businesses to emphasize take-out ordering.

3. Schools Recommendations

- In addition to previous guidance from the Oregon Health Authority, schools should, to the extent possible, cancel or limit all non-essential gatherings and group activities, including but not limited to:
 - Group parent meetings and parent education activities;
 - Field trips;
 - Competitions;
 - Concerts and plays;
 - Group trainings and professional learning activities.
- Schools also should limit interscholastic athletics and activities to student participants, essential personnel, and credentialed media.
- Cancel participation in any group training and professional learning activities.
- Schools should coordinate with and make this information available to all onsite partners (preschools, child care centers, afterschool programs, etc.)
- Schools should consider staggering recess and lunch periods to reduce the number of students coming into close contact with each other.
- Students at high risk for severe illness should consult with their health care providers about specific steps to lower their risk of illness.
- School district employees and students, volunteers and visitors who are ill should stay home until their fever is gone and symptoms are better for at least 24 hours.

4. Transit-related Recommendations

- Individuals and entities providing transit services are recommended to:
 - Post or play (through audio) reminders to stay home when sick;
 - Encourage individual to travel only when essential;
 - Avoid crowding and encourage social distancing;
 - Increase cleaning.
- Ride shares are encouraged to clean regularly and have windows down, when possible.

5. Childcare Recommendation

- Childcare providers and facilities are recommended, to the extent possible, to:

- Cancel all in-person training activities or professional learning, and discourage participation of staff in community-based training that is not available online;
- Cancel all in-person parenting education and parent information meetings;
- Cancel field trips;
- Limit staff meetings and gatherings;
- Stagger meal and outdoor times to limit interaction.
- Children, teachers and staff who are ill should stay home until their fever and symptoms are gone for at least 24 hours.
- Childcare programs are strongly encouraged to implement sick leave policies that support staff who are symptomatic, particularly high-risk individuals, from coming to work.
- Childcare programs that are experiencing hardship in maintaining operations should consult with their licensing specialist for guidance.
- Childcare providers should coordinate with education and early learning partners including schools, especially when co-located.
- Home-based childcare providers or their family members who are ill should stay home until their fever is gone and symptoms are better for at least 24 hours. In those circumstances, home-based childcare providers also should either (a) preemptively close the facility, or (b) separate ill household members in a different room, away from others, and increase cleaning procedures.

5. Congregate Settings, including Long-Term Care and Assisted Living

- The guidance announced this week by the Oregon Health Authority and the Department of Human Services remains in place to protect older adults. That advice:
 - Directs nursing, assisted living, and residential care facilities to restrict visitation to essential individuals only;
 - Requires screening of all permitted visitors for respiratory or other symptoms;
 - Limits community outings and support residents access to socialization when visitors are not able to enter the facility.

Burns Paiute Tribe

Vacancy Announcement

Family & Child Services Director



Work Schedule: Monday –Friday 8:00a.m. – 5:00 p.m.

Compensation: (DOE)/Exempt Employee

Excellent Benefit Package: Dental, Medical, Vision and Retirement

Directly Reports to: General Manager

Position Opens: March 16, 2020

Position Closing Date: Open until filled

Position Summary:

The Family and Child Services Director acts in a key supportive leadership role within the Burns Paiute Tribe whose primary responsibility is the oversight of the Tribe's Social Services. The Director provides guidance to the General Manager in planning Family and Social Services strategies, goals, initiatives and structure in alignment with the Tribe's values and vision. The Director is responsible for budgetary and performance measures, achievement of goals and strategies, grant writing and reporting, and results of monitoring functions. The Director acts on behalf of the Tribe as the facilitator of the Child Protection Team and Adult Protective Services and oversees establishing protocols for the Teams and for staffing cases brought forward. This position works towards and encourages collaboration with the Tribe's programs and outside agencies to carry out optimal Tribal member care and support services while protecting and maintaining the confidentiality of all clients.

Duties and Responsibilities:

- Responsible for the operations of designated Social Services & departments, to include, operational planning, award & funding compliance, budgets, and records management oversight.
 - Recruit, hire, oversee, evaluate, and train key positions within the Social Services Department and manage supervisory personnel
- Update and or develop procedures for Social Services programs which include but are not limited to: General Assistance; Child Care Program; Juvenile Crime Prevention

Program; Domestic Violence Awareness Program; BIA Social Services Program; BIA Indian Child Welfare Program.

- Assists with program referrals to other Tribal services or community programs
- Regularly reviews all cases to ensure quality and adherence to local, state and federal guidelines or regulations
- Responsible for efficient and effective utilization of Social Services programs' resources
- Provides guidance, mentoring and support to Social Services management staff
- Responsible for services and quality assurance in the Family and Social Services programs, and resolution of concerns
- Ensures workplace safety guidelines are followed
- Ability to develop and maintain relationships with Tribal Community Members. This included elders and all those that reside on the reservation, and surrounding areas. Relationship building is key in this position, especially in child welfare cases or domestic violence crisis.
- Develop and maintain relationships with Tribal community partners and all Tribal departments and programs including and not limited to: Tribal Police, Tribal Courts, Tribal Housing, Natural Resources, Tribal Administration, Tribal Education, Tribal Culture & Heritage Programs and Enrollment
- Develop and Maintain relationships with local community partners including: Department of Human Services, Local Schools & Staff, behavioral health organizations and agencies, District Attorney's Office, Victim Services, Harney County Corrections, and Harney County Juvenile Department
- Collaborate with community agencies as necessary and to represent the Tribe to guarantee the Tribe's needs are not neglected in the Social Services arena. Currently the committees represented by the BPT Social Services department are: Multi-Disciplinary Team, Community Action Team, Community Action Team, Harney County Commission of Children & Families, Harney County Behavioral Health Advisory Board and Harney Partners for Kids and Families
- Maintain a on-call status for times of crisis, to respond or send a designee
- Responsible to monitor ICWA cases that are in start or other Tribal courts with children eligible to be enrolled in the Burns Paiute Tribe, intervening in cases and working with NAPOLS., Tribal Court, and ICWA committees regarding the case
- Maintain monthly ICWA advisory meetings, maintaining documentation, offering training to ICWA committee members, participate in State ICWA cluster meetings, complete necessary reports to BIA regarding ICWA notices and responds to all ICWA notices within the time frame
- Provide training to the Tribal community regarding child welfare including mandatory reporting training, good touch/bad touch training, sex education classes, etc
- Work with staff to develop a yearly plan for activities, trainings, and speakers. Plan, coordinate, and follow through with logistics, resources, and activities that are geared to living on the reservation and Tribal members' needs
- Coordinate Parenting classes for community members
- Complete 6 months and yearly reports to BIA and Tribal General Council. Complete reports to Tribal Council as required
- Develop policies and procedures as they relate to changing programs; work with Tribal Court personnel to develop Tribal Codes involving child welfare and delinquency

- The facilitator of the Child Protection Team and Adult Protection Team and responsible to ensure investigations are completed and appropriate actions are taken after a report of harm is filed. Writes grants for Social Services and assists managers to write grants and budgets and budget narratives for them
- It is the intent of this job description to highlight the essential functions of the position; however, it is not an all-inclusive list. The incumbent may be called upon and required to follow or perform other duties and tasks requested by his/her supervisor, consistent with the purpose of the position, department and/or the Burns Paiute Tribe's objectives.
- Other duties assigned

Required Qualifications:

- Travel Local In-State Out-of-State, travel required for grant management, training and meetings.
- Minimum of a Bachelor's degree required in Social Work, Public Health, Humans Services or related field.
- Ten years of experience in managing Social service programs, and personnel management.
- Experience in the development of human service strategies.
- Experience managing private, state and federal grants; and grant compliance.
- Experience in budget management.
- Experience in policy and procedure development & implementation.
- Knowledge and experience working with cultural diversities.
- Knowledge of the Burns Paiute Tribe's culture and traditions.
- License/Certification (or willingness to become certified)
- Valid Oregon Driver license and must remain insurable under the Tribe's policy. Extensive background check is required.

Desired Qualifications:

Knowledge base must include:

- The laws and policies related to Senior and Disabilities Services programs; Oregon Department of Human Services; Bureau of Indian Affairs; Indian Health Services
- The terminology commonly used in human services fields or settings;
- The elements of the care coordination process;
- The resources available to meet the needs of recipients;
- Critical Incident Reporting and Reports of Harm;
- The ability to organize, evaluate, and present information orally and in writing; and
- The ability to work with professional and support staff.

Indian Preference

Indian preference will be given to candidates **showing proof** of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Please submit application along with a cover letter, certifications and resume:

Burns Paiute Tribe, Human Resource Department
100 Pasigo St.
Burns, OR 97720

**Mobility Specialist
Burns Paiute Tribe - Transit Services**

Number of Positions: (1) one
Location: Burns, OR ~ Burns Paiute Reservation
Open: March 5, 2020
Closes: March 28, 020
Starting Date: April 6th, 2020
Salary: \$13.00 hour (Nonexempt) / Half-time with no benefits
Supervisor: Transportation Planner/Transit Coordinator

Job Summary:

The Mobility Specialist will serve as the Tribal Transit representative for the Burns Paiute – Tribal Transit Services located in the Tribal Administration Office. This position will coordinate its services with healthcare and social services resource in an effort to provide wrap-around supports to eligible riders. The overarching goal of this effort is to provide for a coordinated, comprehensive approach to enhancing an individual's knowledge and ability to access appropriate transportation options independently. The Mobility Specialist must work independently and manage multiple projects assigned by the Transportation Planner/Transit Coordinator. This is a confidential position and discretion must be exercised in protecting and releasing information.

Core Accountabilities:

Tribal Transit Values – Consistently demonstrates Tribal Transit values in all business interactions and performance. Tribal Transit Services has identified the following as our program values:

- Recognize, nurture and appreciate our staff, volunteers and riders.
- Maintain collaborative relationships with local and regional providers.
- Deliver safe, personalized and accessible transportation services.
- Assure honest, reliable and accountable business relationships.

Teamwork – Exhibits spirit of cooperation, showing adaptability and flexibility in work groups and with volunteers. Supports team goals, assists co-workers and shows appreciation for others.

Respect and Caring – Consistently interacts with others in a courteous and professional manner. Maintains confidentiality.

Effective Use of Resources – Uses all resources of office and position effectively. Makes efficient use of the time and talents of others. Does not waste materials, supplies or time.

Initiative – Shows independence and initiative. Demonstrates creativity in problem solving, contributing new ideas and solutions.

Leads by example

Essential Functions:

- Responsible for ensuring individualized travel options counseling and related supports are timely, accurate, and appropriate to the needs of the riders
- Ensures completion of intake and needs assessment is completed in accordance with established program requirements
- Ensures level of support riders receive is appropriate to the needs of the individual customer in a safe, consistent manner
- Provides scheduling for rides assigned to the program
- Identifies and addresses:
 - Needs of riders, Tribal health staff, social services providers, community partners and other stakeholders
 - Opportunities to improve or modify service delivery
- Completes all reports and related documentation as required
- Presents Tribal Transit Services publicly by making formal and informal presentations at meetings, events or other appropriate venues to diverse audiences
- Develops, maintains and enhances relationships with riders, healthcare and social services providers.
- Provides superior quality customer service to ensure that each person who requests service is treated with dignity, respect and patience
- Participates as a member in relevant team and committee meetings
- Participates in required training programs and attends all staff meetings as required
- In representing Tribal Transit Services, ensures a positive, professional image is fostered and maintained
- Adheres to current Burns Paiute Tribal Personnel Policies
- Performs other duties as assigned

Qualifications:

- Knowledge of the Americans with Disabilities Act (ADA) as it relates to public transport
- Demonstrated written and oral communication skills, comfortable speaking to individuals as well as groups.
- Demonstrated skills in group facilitation and effective public speaking
- Strong interpersonal skills that allow effective working relationships with a diversity of people
- Experience working with older adults and people with disabilities
- Maintain a driving record that meets or exceeds Tribal Transit Services driver standards
- Demonstrated computer skills, and proficient with the Microsoft Office 365 Software and Windows 10 environment
- Ability to meet prescribed deadlines, and to organize and manage time effectively
- Ability and willingness to work occasional evenings and weekends
- Ability to adapt to a rapidly changing environment
- Valid Oregon State driver's license at time of hire.
- Obtain and maintain a valid and current CPR, First Aid Card, and Blood-Pathogen card within 6 months of hire.

Physical Requirements:

- Physical Ability to perform essential job functions including, but not limited to, sitting for extended periods of time, standing, walking, stooping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.), and climbing (stairs)

Successful Candidate must:

- Submit to and pass a pre-employment urinalysis drug test.
- Must pass background check.
- Sign Confidentiality Clause

To Apply:

- Complete a Tribal Employment Application, with three work-related references; return the application and supporting documents to Human Resources Office, 100 Pasigo Street, Burns, OR 97720.
- Indian preference will be given to candidates showing proof of enrollment in a federally-recognized Tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preferences, age, religion, or national origin. Copy of Tribal Enrollment Card or Tribal Certified Indian Blood Form will be acceptable.

Pasa qwa meha

2020

Wadatika Yaduan Language Program (541)573-8097



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	Adult Language Advocate Kickoff 5:15p, SH	Community Game Night 5:30p, GC		Elder's Luncheon 12p, SH ALA Meeting 6p, SH		
15	16	17	18	19	20	21
				Elder's Luncheon 12p, SH Culture Night 5:30, GC	Tuwakii Yadua 1p, Language Nobi	
22	23	24	25	26	27	28
		Community Game Night 5:30p, GC				
29	30	31	<p><i>If you are interested or have any questions about any of the Language events / classes, please call/text Diane (541)413-1190 or Lindsey (541)589-0155 We offer rides to all events if needed. Everyone welcome!!</i></p>			

Burns Paiute Tribe

Vacancy Announcement

HUD/NAHASDA Housing Director



Work Schedule: Monday –Friday 8:00a.m. – 5:00 p.m.

Compensation: (DOE)/Exempt Employee

Excellent Benefit Package: Dental, Medical, Vision and Retirement

Directly Reports to: General Manager

Position Opens: March 16, 2020

Position Closing Date: Open until filled

Job Summary:

The successful candidate for this position is responsible for planning, development, administering and coordinating all phases of the Tribal Housing operations, which include (but are not limited to): accounting/reporting, operations and maintenance, securing funding, enforcing any and all regulations related to the Housing Department. Additionally, the director develops strategies to meet the services needs of the area, accounting, security, and tenant developments pursuant to HUD/NASDA and the Burns Paiute Tribe Housing Policies and Procedures.

Duties and Responsibilities:

- Responsible for management of Mutual Help, lease purchase and low rent housing in the organizations housing inventory
- Knowledge of rules and regulations governing Native American Housing programs and services
- Performs duties in accordance with NAHASDA regulations and program guidance and housing policies and procedures
- Updating and development of policies and procedures that could affect the efficient and effective operation of the housing management department

- Planning, development, and implementation of housing management services outlined in the IHP/APR
- Develop and provide training to homebuyers in Federal regulations, MHO Agreements, housing policies, upkeep and maintenance, personal budgeting, and related activities to ensure housing unit is properly maintained
- Establish and maintain files and records of all field counseling sessions, mandatory counseling sessions, court cases and related legal proceedings
- Updates waiting list to ensure qualified Burns Paiute Tribal members receive preference in selection process
- Assist in the determination of applicant eligibility
- Maintains waiting list of eligible applicants
- Selects eligible applicants when housing units
- Notifies applicants of selection and approval
- Develops and administers annual budgets with approval from the General Manager
- Works with outside agencies, contractors, federal, state and tribal officials, represents tribal housing at national and regional conferences and meetings
- Sets work priorities, participates in hiring of new staff, selects and orders new equipment, and supplies to complete jobs
- Must have a good rapport with local Indian community
- Oversees housing site development and construction of HUD homes
- Computes payments for annual re-certification
- Conducts annual recertification counseling
- Processes delinquent accounts
- Schedules mandatory counseling for non-compliance of agreements
- Negotiates payback agreements
- Enforces housing collection policies
- Implements administrative remedies prior to any legal action
- Files legal notices – termination, vacate, force entry, and eviction
- Represents the tribal program in any legal or court proceedings
- Ensures that any vacated unit is properly inspected and renovated
- Coordinated inspections, repairs, maintenance with Force account and Maintenance Department
- Provides tenant orientation on their responsibilities and obligations prior to entering into lease agreement
- Performs other duties as assigned

Experience and skills required:

- Must have a valid driver's license, and ability to be covered by tribal insurance
- Must be able to administer HUD and NAHASDA guidelines
- Excellent verbal and written communication skills
- Contractor's license desired, but not required
- Must have knowledge of all phases of construction process
- Position requires time management skills and the ability to work well with varied levels of people/customers

Education and Requirements:

- Must have a high school diploma or GED
- Bachelor's Degree preferred/related experience and/or training commensurate
- Must pass a pre-employment drug and alcohol test
- Applicant will be required to authorize a background check per Burns Paiute Employee Manual. Failure to complete the form will disqualify the applicant for consideration for the position
- Indian preference will be given to applicants showing proof of enrollment in a federally recognized tribe. In the absence of a qualified Indian applicant, all qualified applicants not entitled to or who fail to claim Indian Preference will receive consideration without race, color, creed, sex, politics, age, religion or national origin.

Submit application/resume to: Burns Paiute Tribe
Human Resources Department
100 Pasigo St.
Burns, OR 97720

BURNS PAIUTE TRIBE

Job Announcement

Job Title: Language and Traditional Culture Program Manager
Department: Culture & Heritage
Reports to: Culture & Heritage Director
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: March 10, 2020
Closes Open until filled (applications received by 5pm March 24th, 2020 will receive first consideration)
Salary: Salary commensurate to GS-9/11 (Exempt), DOE

This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTION

Develop the Wadatika Neme Yaduan Language and Traditional Culture Program's growth, capacity, and expertise to meet the increasing needs of the Tribal community for education in Northern Paiute language and culture.

1. Manage the daily efforts of the program including supervising and mentoring staff, program planning and administration of the Language and Traditional Culture Education Program; maintain and improve Burns Paiute Nation's language and traditional culture proficiency among Burns Paiute tribal community and staff.
2. Supervise and set expectations for performance of staff; prepare written performance evaluations; initiate corrective and disciplinary action if necessary.
3. Encourages each staff member to reach their full potential in the Language and Traditional Culture Education Program.
4. Manage the daily fiscal management and responsibilities of the program, including preparation of the program's annual budget.
5. Implement a productive management system of effective staff utilization and sound budget practices.
6. Maintain and implement departmental Standard Operating Procedures (SOP's) in keeping with the Language and Traditional Culture Education Program's strategic plan.
7. Supervise implementation of appropriate tribal policies and procedures with the program environment.
8. Establish an on-going system of progress evaluation for the program and components of program.
9. Plan and implement program objectives and operational goals.
10. Develop and Manage with participating tribal community, a Burns Paiute Tribal Language Certification process.
11. Lead the Supervise development of internal and publicly accessible sets of language and traditional culture lessons.
12. Perform other related duties as deemed necessary.
13. Maintain strict confidentiality of sensitive and/or intellectual property information that may present itself during program activities.
14. Demonstrate proficiency in Northern Paiute or be willing to actively work towards language proficiency.

15. Maintain complete records of progress and outcomes of assigned program objectives.
16. Assist with language recording efforts as needed.
17. Manage program related activities such as field trips, project meetings, and scheduling activities in concert with the objectives of grants, strategic plan, and participating community input.
18. Participate and be engaged in the short, midrange, and long-term language team efforts as outlined the program's strategic plan, with the Burns Paiute tribal community and staff.
19. Work as a member of the Language Team to manage language and culture outreach while integrating components of traditional and contemporary education and language into events co-sponsored by multiple programs and departments.
20. Maintain an impeccable attendance record, and be available for flexible work scheduling (day, evenings, weekends, some holidays).
21. Writing grant applications toward supplemental program funding.
22. Other duties as assigned.
23. Provide regular (weekly) detailed written and verbal progress updates to the Culture & Heritage Director.

Disclaimer

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree in Native American Studies, Education, Anthropology, Linguistics or related field required. A Master's Degree in the same preferred.
- B. At least three years' experience in curriculum development with an emphasis on 2nd language acquisition and teaching in a multicultural environment required. Experience with State of Oregon k-12 curriculum requirements a plus.
- C. Two years supervisory experience, including project management.
- D. Two years administrative experience, including records management, budget management, administration of federal grants and contracts and project and language planning.
- E. Experience in teaching in Tribal and/or Oregon Public Schools settings, along with participation in lesson and curriculum development and planning preferred.
- F. Excellent communication skills and ability to work with others.
- G. Valid Oregon State Driver's License, dependable vehicle and required insurance.
- H. No misuse of or abuse of alcohol or other illicit mind-altering drugs 3-years prior to date of employment.
- I. Ability to work effectively with tribal community Elders and youth (demonstrated experience preferred).
- J. Successful grant writing experience preferred.

- K. Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into research methods and practice.
- L. High energy individual with the ability to provide assistance and support to Elder Language Experts as they serve as expert language consultants with the Language and Traditional Culture Program.
- M. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
- N. Ability to communicate effectively, both orally and in writing;(understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, preferred). Willingness to actively work toward Wadatika Yadian conversational proficiency.
- O. Maintain First Aid/CPR certification

Indian Preference

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, age, religion, or national origin.

HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application, Cover Letter, Curriculum vitae/resume, and transcripts to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: beverly.beers@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, or request one via email: beverly.beers@burnspaiute-nsn.gov



Graduation Planning Meeting

Date: March 16th, Monday

Time: 6:00-7:00 PM

Location: Tuwakii Nobi

The Parent Committee will host a Graduation Celebration Planning Meeting for the Class of 2020 graduates. Parents/guardians of graduates are encouraged to attend this meeting to plan the end of the year celebration. If you are interested or would like to volunteer, please join us!



ATTENTION

The Burns Paiute Tribal Council is seeking volunteer to serve on the Burns Paiute Paa (Water) Ad Hoc Committee (additional information attached). If you are engaged in tribal water issues in any capacity or just interested in being a part of our conversations about how best to protect the tribal interests of our sacred Water, please submit your letter of interest by mail to : BPTTribalcouncil@burnspaiute.onmicrosoft.com, hand deliver to the Tribal Council mailbox at Burns Paiute Administration Office, or use standard US Postal service to mail your letter of interest to: Burns Paiute Tribal Council, 100 Pasigo St., Burns, Or 97720. Thank you for considering volunteering your time to help work together to fulfill our responsibility of protecting Paa.

Paa (Water) Ad Hoc Committee Project
Burns Paiute Tribal Council

Project background and description that includes:

Paa (Water) is culturally sacred to our Wadatika Neme (Burns Paiute) people. In our traditional teaching and understanding, Paa has personhood, its own rights and agency. Our Northern Paiute people have held a reciprocal relationship with Paa since time immemorial, and we are taught we have a responsibility to protect and speak for Paa and all the other indigenous plants, animals, and beings in our homelands. Because of our specific post-contact tribal history, our tribal people were forcefully removed from Oregon in 1879 but were released to return home half a decade later. Because of our removal and complete loss of any communal tribal land for a time, we struggled for survival into the 20th century. Our desperate situation led to our disenfranchisement and exclusion from the discussions of the treatment and management of Paa in our traditional lands. Over the course of the last century, our tribal people have worked diligently to regain voice on numerous issues affecting our homelands and Paa has been an import aspect of our cultural and political discussions. Currently, we have numerous Tribal Council members, staff, and tribal community members engaged in Paa discussions in terms of quantity, quality, access, rights, and cultural understandings.

The Goal of the Paa (Water) Ad Hoc Committee Project is to coalesce the tribal traditional, tribal legislative, and staff technical understanding of the tribe's interests in and responsibility to Paa, so that we may more effectively engage in the critically important Paa discussions happening in our traditional homelands. The work of the Ad Hoc committee and the direct engagement of the Tribal Council on these issues will allow us to increase our capacity to protect Paa and fulfill the tribe's responsibilities as the Indigenous people of these lands.

Specific goals for Paa (Water) Ad Hoc Committee Project include placement of interested individuals on the committee by the Tribal Council, and scheduling of regular meetings to discuss Paa concerns, interests, and objectives. The Paa Ad Hoc Committee in conjunction with the Tribal Council may produce a water survey to poll our tribal community and obtain and compile the views and perspectives of our tribal members. Another goal of the Ad Hoc Committee Project is to have Tribal Council and Ad Hoc Committee members actively and regularly participate in local and regional meetings in which Paa is a primary topic. While we currently have individual staff and community members that participate in such meetings, there isn't currently a way for them to consistently and effectively share and discuss the scope and direction of those meetings with others within our tribal organization and community. Additionally, it is a goal to have Ad Hoc Committee members who otherwise attend water related meetings as part of their work and/or land interests, update the Ad Hoc Committee on recent issues and conversations to keep everyone updated on trending issues and decisions.

**On Call ~ Transit Bus Operator
Burns Paiute Tribe ~ Transportation Department**

Number Of Positions: (1) one
Location: Burns, OR ~ Burns Paiute Reservation
Open: Until filled
Closes: Upon hire
Starting Date: As needed on call basis
Salary: \$11.00 hour (Nonexempt) / no benefits
Supervisor: Transportation Program Manager

Job Summary: This position is responsible for the safe, reliable and efficient operation of 15-passenger buses for the Tribally operated public transportation system. Operator will operate a passenger bus on a regular fixed- route with assigned schedules.

Essential Functions:

- Readies and inspects vehicle daily basis in order to insure safe and efficient operation of equipment.
- Operates a transit vehicle providing regular fixed-route transportation services to persons with disabilities and the general public.
- Will be assigned cellular phone for routine communication with supervisor, and support staff; to report accidents, emergencies, or other unusual situations related to equipment and/or passengers; and eventually to operate two-way radio with the dispatch center.
- Assist passengers boarding and disembarking from vehicle, and responsible for proper securement of passengers and mobility devices.
- Inspects all safety items, cleanliness and general appearance of the vehicle at least daily. Reports any equipment defects as prescribe to immediate supervisor.
- Will become familiar with the ADP Time Reporting System thru the use of the assigned cellular telephone.
- Maintains accurate logs of daily vehicle activity and various reports and submits to office as schedule.
- Promotes good passenger relations through courteous treatment of passengers and providing information regarding system operations, such as route and schedule information.
- Maintains clean appearance of driver's area.
- Maintains continual attendance on the coach, except for scheduled breaks, to ensure the security and safety of the coach and passengers.
- Returns and secures vehicle at current parking area in accordance with established procedures.
- Ability to safely operate a transit vehicle under all conditions of weather, roadways, and traffic while successfully dealing with passengers, route and schedule requirements.
- Ability to perform multi-task functions in what can sometime be a high-stress environment.
- Ability to gain operational knowledge of the system and every vehicle assigned.
- Knowledge of traffic laws and safety rules applicable to the transportation of passengers. New traffic law against the use of cellular phones when driving.

- Communicate effectively both orally and in writing.
- Work effectively with employees at all levels of the organization, outside agencies, and with the general public.
- Must be willing to work an 8-hour shift.
- Must maintain punctual and regular attendance to provide dependable service to the public.
- Ability to participate in a Tribal Operator Training Program.

Qualifications:

- Applicants must be at least 21 years of age at time of application, with at least five years of driving experience.
- Valid Oregon State driver's license at time of hire and ability to obtain a valid Commercial Drivers License (CDL) with appropriate endorsements within one year of hire and maintain licensing during length of employment.
- Must pass background check and a pre-employment drug and alcohol test and/or the failure to successfully pass a drug and alcohol test may result in refusal to hire.
- Obtain and maintain a valid and current CPR, First Aid Card, and Blood-Pathogen card within 6 months of hire and maintained thru-out employment.

Physical Requirements:

- Physical Ability to perform essential job functions including, but not limited to, sitting for extended periods of time, standing, walking, stooping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.), and climbing (stairs)
- Full and complete use of all limbs to operate coach controls.
- Meets all minimum requirements of CLD Physical Standards

To Apply:

- Complete a Tribal Employment Application, with three work-related references; return the application and supporting documents to Human Resources Office, 100 Pasigo Street, Burns, OR 97720.

Indian preference:

- Indian preference will be given to candidates showing proof of enrollment in a federally recognized Tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preferences, age, religion, or national origin. Copy of Tribal Enrollment Card or Tribal Certified Indian Blood Form will be acceptable.

BURNS PAIUTE TRIBE

Job Announcement

Job Title: Language and Traditional Culture Program Manager
Department: Culture & Heritage
Reports to: Culture & Heritage Director
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: March 9, 2020
Closes: Open until filled (applications received by 5pm April 3rd, 2020 will receive first consideration)
Salary: Salary commensurate to GS-9/11 (Exempt), DOE

This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTION

Develop the Wadatika Neme Yaduan Language and Traditional Culture Program's growth, capacity, and expertise to meet the increasing needs of the Tribal community for education in Northern Paiute language and culture.

1. Manage the daily efforts of the program including: supervising and mentoring staff, program planning and administration of the Language and Traditional Culture Education Program; maintain and improve Burns Paiute Nation's language and traditional culture proficiency among Burns Paiute tribal community and staff.
2. Supervise and set expectations for performance of staff; prepare written performance evaluations; initiate corrective and disciplinary action if necessary.
3. Encourages each staff member to reach their full potential in the Language and Traditional Culture Education Program.
4. Manage the daily fiscal management and responsibilities of the program, including preparation of the program's annual budget.
5. Implement a productive management system of effective staff utilization and sound budget practices.
6. Maintain and implement departmental Standard Operating Procedures (SOP's) in keeping with the Language and Traditional Culture Education Program's strategic plan.
7. Supervise implementation of appropriate Tribal policies and procedures with the program environment.
8. Establish an on-going system of progress evaluation for the program and components of program.
9. Plan and implement program objectives and operational goals.
10. Develop and Manage with participating tribal community, a Burns Paiute Tribal Language Certification process.
11. Lead the Supervise development of internal and publicly accessible sets of language and traditional culture lessons.
12. Perform other related duties as deemed necessary.
13. Maintain strict confidentiality of sensitive and/or intellectual proprietary information that may present itself during program activities.
14. Demonstrate proficiency in Northern Paiute or be willing to actively work towards language proficiency.

15. Maintain complete records of progress and outcomes of assigned program objectives.
16. Assist with language recording efforts as needed.
17. Manage program related activities such as field trips, project meetings, and scheduling activities in concert with the objectives of grants, strategic plan, and participating community input.
18. Participate and be engaged in the short, midrange, and long-term language team efforts as outlined the program's strategic plan, with the Burns Paiute tribal community and staff.
19. Work as a member of the Language Team to manage language and culture outreach while integrating components of traditional and contemporary education and language into events co-sponsored by multiple programs and departments.
20. Maintain an impeccable attendance record, and be available for flexible work scheduling (day, evenings, weekends, some holidays).
21. Writing grant applications toward supplemental program funding.
22. Other duties as assigned.
23. Provide regular (weekly) detailed written and verbal progress updates to the Culture & Heritage Director.

Disclaimer

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree in Native American Studies, Education, Anthropology, Linguistics or related field required. A Master's Degree in the same preferred.
- B. At least three years' experience in curriculum development with an emphasis on 2nd language acquisition and teaching in a multicultural environment required. Experience with State of Oregon k-12 curriculum requirements a plus.
- C. Two years supervisory experience, including project management.
- D. Two years administrative experience, including records management, budget management, administration of federal grants and contracts and project and language planning.
- E. Experience in teaching in Tribal and/or Oregon Public Schools settings, along with participation in lesson and curriculum development and planning.
- F. Excellent communication skills and ability to work with others.
- G. Valid Oregon State Driver's License, dependable vehicle and required insurance.
- H. No misuse of or abuse of alcohol or other illicit mind-altering drugs 3-years prior to date of employment.
- I. Ability to work effectively with tribal community Elders and youth (demonstrated experience preferred).
- J. Successful grant writing experience preferred.

- K. Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into research methods and practice.
- L. High energy individual with the ability to provide assistance and support to Elder Language Experts as they serve as expert language consultants with the Wadatika Yadian Language Program.
- M. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
- N. Ability to communicate effectively, both orally and in writing;(understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, preferred. Willingness to actively work toward Wadatika Yadian conversational proficiency.
- O. Maintain First Aid/CPR certification

Indian Preference

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, age, religion, or national origin.

HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application, Cover Letter, Curriculum vitae/resume, and transcripts to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: beverly.beers@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, or request one via email: beverly.beers@burnspaiute-nsn.gov

Tribal Council Office Assistant—Part-Time

Number of Positions: 1
Location: Burns, Oregon – Burns Paiute Reservation
Open: December 122019
Closes: Open until filled (initial application deadline Jan 28, 2020)
Starting Date: To be determined
Supervisor: Tribal Council (Secretary-Treasurer Lead Contact)
Contract: DOE/Part-time (10+ hours/week)

Position Summary: Under the supervision of the Burns Paiute Tribal Council, the Tribal Support Staff position is an integral part of the Burns Paiute Tribal Council Meetings with primary emphasis in recording and taking minutes in bi-weekly meetings.

Duties and Responsibilities:

1. Prepares minutes, agendas, reports, and other documents as needed or requested
2. Ability and the knowledge of the importance of maintaining **strict confidentiality of all records and information pertinent to the nature of the work.**
3. Works evening hours for scheduled meetings
4. Maintain established office hours (as agreed upon with the Tribal Council upon hire)
5. Other duties as assigned by the Tribal Council (as established through Tribal Council memorandum)

Required Qualifications:

- Have basic computer skills and be familiar with Microsoft Office
- Good communication and attention to detail
- Driver's License preferred

Successful Candidate must:

- ♦ Submit to and pass a urinalysis drug test.
- ♦ Agree to a criminal background check.
- ♦ Sign Confidentiality Clause.

Please submit application and resume by email to:
BPTribalcouncil@burnspaiute.onmicrosoft.com

The Title of your email should state:

Tribal Council Office Assistant Application Attn: Tribal Secretary-Treasurer

Indian Preference

Indian preference will be given to candidates **showing proof** of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

BURNS PAIUTE TRIBE

Job Announcement

Job Title: Language and Traditional Culture Program Manager
Department: Culture & Heritage
Reports to: Culture & Heritage Director
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: March 9, 2020
Closes: Open until filled (applications received by 5pm April 3rd, 2020 will receive first consideration)
Salary: Salary commensurate to GS-9/11 (Exempt), DOE

This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTION

Develop the Wadatika Neme Yaduan Language and Traditional Culture Program's growth, capacity, and expertise to meet the increasing needs of the Tribal community for education in Northern Paiute language and culture.

1. Manage the daily efforts of the program including: supervising and mentoring staff, program planning and administration of the Language and Traditional Culture Education Program; maintain and improve Burns Paiute Nation's language and traditional culture proficiency among Burns Paiute tribal community and staff.
2. Supervise and set expectations for performance of staff; prepare written performance evaluations; initiate corrective and disciplinary action if necessary.
3. Encourages each staff member to reach their full potential in the Language and Traditional Culture Education Program.
4. Manage the daily fiscal management and responsibilities of the program, including preparation of the program's annual budget.
5. Implement a productive management system of effective staff utilization and sound budget practices.
6. Maintain and implement departmental Standard Operating Procedures (SOP's) in keeping with the Language and Traditional Culture Education Program's strategic plan.
7. Supervise implementation of appropriate Tribal policies and procedures with the program environment.
8. Establish an on-going system of progress evaluation for the program and components of program.
9. Plan and implement program objectives and operational goals.
10. Develop and Manage with participating tribal community, a Burns Paiute Tribal Language Certification process.
11. Lead the Supervise development of internal and publicly accessible sets of language and traditional culture lessons.
12. Perform other related duties as deemed necessary.
13. Maintain strict confidentiality of sensitive and/or intellectual proprietary information that may present itself during program activities.
14. Demonstrate proficiency in Northern Paiute or be willing to actively work towards language proficiency.

15. Maintain complete records of progress and outcomes of assigned program objectives.
16. Assist with language recording efforts as needed.
17. Manage program related activities such as field trips, project meetings, and scheduling activities in concert with the objectives of grants, strategic plan, and participating community input.
18. Participate and be engaged in the short, midrange, and long-term language team efforts as outlined the program's strategic plan, with the Burns Paiute tribal community and staff.
19. Work as a member of the Language Team to manage language and culture outreach while integrating components of traditional and contemporary education and language into events co-sponsored by multiple programs and departments.
20. Maintain an impeccable attendance record, and be available for flexible work scheduling (day, evenings, weekends, some holidays).
21. Writing grant applications toward supplemental program funding.
22. Other duties as assigned.
23. Provide regular (weekly) detailed written and verbal progress updates to the Culture & Heritage Director.

Disclaimer

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree in Native American Studies, Education, Anthropology, Linguistics or related field required. A Master's Degree in the same preferred.
- B. At least three years' experience in curriculum development with an emphasis on 2nd language acquisition and teaching in a multicultural environment required. Experience with State of Oregon k-12 curriculum requirements a plus.
- C. Two years supervisory experience, including project management.
- D. Two years administrative experience, including records management, budget management, administration of federal grants and contracts and project and language planning.
- E. Experience in teaching in Tribal and/or Oregon Public Schools settings, along with participation in lesson and curriculum development and planning.
- F. Excellent communication skills and ability to work with others.
- G. Valid Oregon State Driver's License, dependable vehicle and required insurance.
- H. No misuse of or abuse of alcohol or other illicit mind-altering drugs 3-years prior to date of employment.
- I. Ability to work effectively with tribal community Elders and youth (demonstrated experience preferred).
- J. Successful grant writing experience preferred.

- K. Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into research methods and practice.
- L. High energy individual with the ability to provide assistance and support to Elder Language Experts as they serve as expert language consultants with the Wadatika Yaduan Language Program.
- M. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
- N. Ability to communicate effectively, both orally and in writing;(understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, preferred. Willingness to actively work toward Wadatika Yaduan conversational proficiency.
- O. Maintain First Aid/CPR certification

Indian Preference

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, age, religion, or national origin.

HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application, Cover Letter, Curriculum vitae/resume, and transcripts to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323
Email: beverly.beers@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, or request one via email: beverly.beers@burnspaiute-nsn.gov



\$16 hr
plus mileage

Be A Census Taker **TEMP JOBS**

- ✓ Extra income
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training

Apply Online
[2020CENSUS.GOV/JOBS](https://2020census.gov/jobs)

**APPLY
TODAY**

Shape
our future
APPLY NOW >

For more information or help applying, please call
1-855-JOB-2020

Federal Relay Service: 1-800-877-8339 TTY/ASCH
www.gsa.gov/fedrelay

The U.S. Census Bureau is an Equal Opportunity Employer.

D-328A1AN | April 2019





CONFERENCE REGISTRATION FORM
2020 Youth Conference & Powwow
April 2nd – 5th
Fairgrounds Exhibit Hall
Winnemucca, Nevada

Full Name: _____

Email (Optional) _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Emergency Contact: _____ Relationship: _____

Telephone No.: _____

Gender: ☐ Male ☐ Female

T-Shirt:

☐ Adult Small ☐ Adult Medium ☐ Adult Large ☐ Adult XL ☐ Adult XXL

I hereby consent for my child to receive medical treatment which may be deemed necessary and/or advisable in the event of injury, accident, or illness during the activity.

As the parent/legal guardian, I understand while my child participates in this activity, he/she may be photographed. I agree to allow my child's photo, video, or film likeness to be used for any legitimate purpose by the activity coordinators, producers, sponsors, and organizers.

Signed by: _____ Date: _____

Please send your registration forms and check payable to the Fort McDermitt Paiute-Shoshone Tribe, Attention: Conference & Powwow Committee, PO Box 457, McDermitt, NV 89421. Purchase orders are not accepted. Fees paid by check must be received no later than March 27, 2020.

Contact information: Maxine Redstar (775) 403-3553, Email: smartm@rocketmail.com

FOR OFFICIAL USE ONLY

Registration Fees Paid ☐ Yes ☐ No

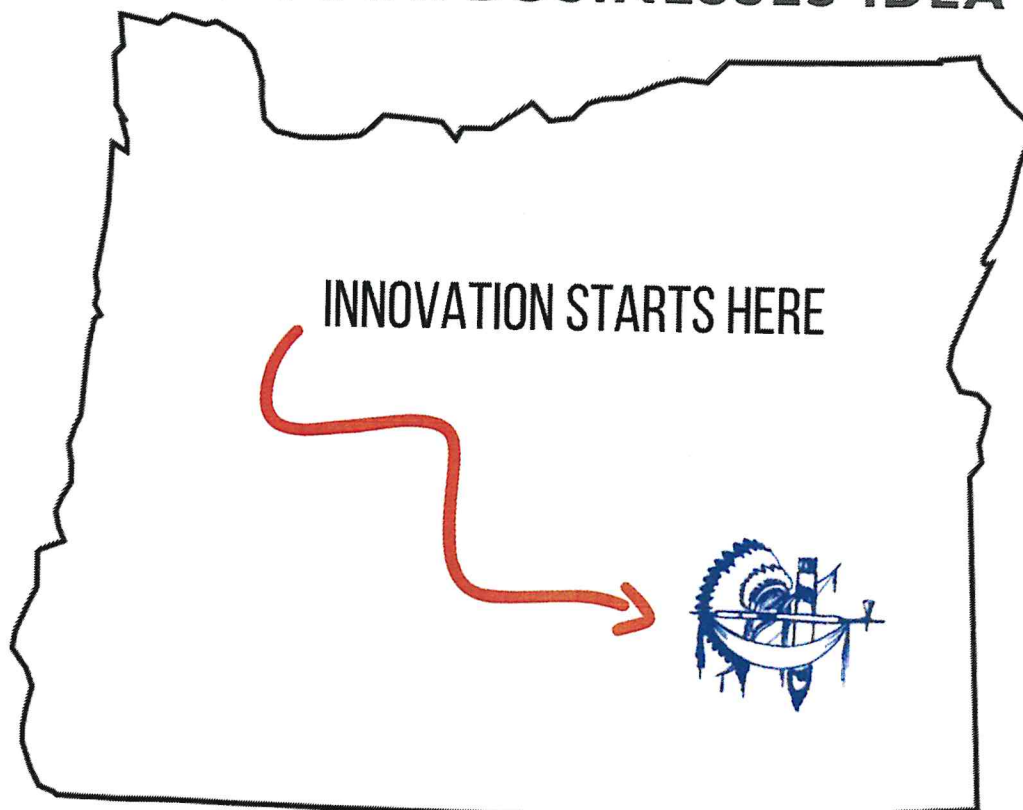
Cash Receipt No. #: _____

Signature of Receiving Official: _____

April 6th - from 5:30 – 8:30
TRIBAL GATHERING CENTER

INNOVATION STARTS HERE

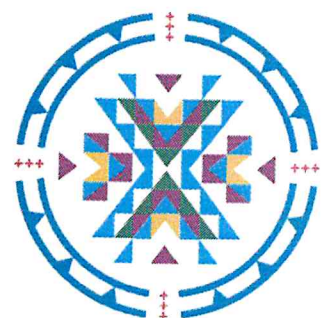
**COME HAVE FREE PIZZA WITH US AND
LEARN HOW TO CREATE, LAUNCH AND
GROW YOUR BUSINESSES IDEA**



Hosted by Burns Paiute Economic
Development Department
Tracy Kennedy - (541) 573-8014

Grow with **Google**

PARTNER



CRESWELL COMMUNITY MARKET

Hosted by Tractor Supply Co.

MAY - OCTOBER
SUNDAYS
10 AM - 3 PM



**TSC TRACTOR
SUPPLY CO.**
190 EMERALD PKWY



ENJOY YOUR SUNDAYS
WITH COMMUNITY

Farmers | Bakers | Crafters | Food Trucks
Non-Profits | Clubs | Entertainment

Contact us: creswellcommunitymarket@gmail.com